

Request For Preliminary Employment Data

(Safeguard The Confidential Nature Of The Data On This Request)

Standard Form 75
Revised October 1991
U.S. Office of Personnel Management
FPM Supplement 296-33

Type or print the name and address of the activity to which this request is being sent and your return address at the bottom.

Date of This Request

TO

Fold

To Whom It May Concern:
The person named below is tentatively selected for an appointment in this agency. Please complete this form using the instructions on page 4 and mail to the address at the bottom of this form.

PART I -- To Be Completed By Activity Requesting Information

1. Name of Tentative Selectee (Last, First, Middle)		2. Social Security Number	3. Date of Birth
4-A. Title of Position for Which Tentatively Selected		B. Pay Plan and Occupational Code	C. Grade or Level
5. Agency in Which Position is Located (Enter Code From Block 47 on SF 50)		6. Personnel Office that Services the Position (Enter Code From Block 48 on SF 50)	
7. Entry on Duty (EOD) Date Desired by this Activity			
8-A. Name of Person Requesting Information		B. Requester's Title	
C. Requester's Signature		D. Date Signed	E. Requester's Telephone Number (FTS or DSN and Commercial--Include
9. Additional Data Requested			

Please Return This Completed Reaquest To:

PAGE 1

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PART II -- To Be Completed By Activity Giving Information

(Complete the following and provide any additional data requested in Item 9, Part I. Follow instructions on page 4.)

Section A--Identification Shown On Personnel Records

1. Name (*Last, First, Middle*)

2. Social Security Number

3. Date of Birth

Section B--SF 50 Data

4-A. Employment Status

☐ Currently on the Rolls of This Agency

☐ Separated (*Specify Date*)

B. Location of OPF/MRPF

☐ On File in This Office

☐ Sent to NPRC (*Specify Date*) ➡

☐ On File In Another Office

(*Name and Address
Of That Office*) ➡

5. Position Title

6. Pay Plan	7. Occ. Code	8. Grade or Level	9. Step or Rate	10. Total Salary	11. Pay Basis
12-A. Basic Pay	12-B. Locality Adj.	12-C. Retention Allow	12-D. Supv'y Differential	12-E. Staffing Differential	12-F. AUO %

13. Name and Location of Position's Organization

14. Veterans Preference	15. Tenure	16. VP for RIF <input type="checkbox"/> Yes <input type="checkbox"/> No	17. FEGLI Code and Coverage (<i>If Code "B", enter date of waiver/cancellation</i>)		
18. Annuitant Indicator	19. Pay Rate Determinant	20. Retirement Plan	21. Service Comp. Date (<i>Leave</i>)	22. Work Schedule	23. Position Occupied

24. Duty Station

25. Agency Code

26. Pers. Office Code

Section C--Other Personnel Data

27. Educational Level

28. Year Degree Attained

29. Academic Discipline

30. Citizenship

☐ U.S. ☐ Other

31. Veterans Status

Section D--Retirement Data

32-A. Branch of Service

B. Retired Rank

C. Check One and Specify Date

☐ Retired ➡

Transferred to

☐ Fleet Reserve ➡

D. Creditable Military Service

Years

Months

33-A. Civilian Retirement Date

B. Retirement System Paying Annuity

34. Frozen Service

Years

Months

35. FERS Coverage

☐ Elected FERS

☐ Covered Automatically

☐ Never Covered

Section E--Grade and Pay Data

36. Date Entered Current Grade and Step/Rate

37. Date of Last Within-Grade Increase (*WGI*)

38. If WGI Was Denied, Date of Denial

39. Date of Last Quality Step Increase (*QSI*)

40-A. Highest Previous Grade/Step Held

B. Dates Held

From ➡

To ➡

C. Salary for That Grade/Step

D. Was Salary Based on Special Authority?

☐ Yes--Cite Authority ➡

☐ No

41-A. Is the Applicant Now on Grade Retention?

☐ Yes

☐ No--Go to Item 42

B. Retained Pay Plan, Grade, and Step or Rate

C. Date Two-Year Period of Grade Retention Began

42. Is Applicant Now on Pay Retention?

☐ Yes

☐ No

43-A. If Not Listed Above, Highest Salary Held on a Federal Appointment

B. Dates Held

From ➡

To ➡

Section F--Performance Data

44. Is Employee in PMRS (*"GM" Pay Plan*)?

☐ Yes-Complete items 45-47. ☐ No-Go to item 47.




45. Date Entered PMRS

46-A. Date of Last PMRS Merit Increase



B. Amount of Last PMRS Merit

47. Last Four Ratings of Record and Date Issued							
A. Rating		Date		B. Rating		Date	
				C. Rating		Date	
				D. Rating		Date	

Section G--Appointment Data

48. Nature of Action (NOA) for Current/Last Appointment or Conversion to Appointment		B. Authority for That Appointment		C. Date	
49. If Now Career or Has Held a Career Appointment in the Competitive Service, Dates served to Attain Career Tenure				B. Nature of Action and Authority for Appointment That Began That Period of Service	
From  To 					
50. If Has Not Held a Career Appointment, Date of Most Recent Career-Conditional Appointment				B. Authority for That Appointment	
51. Is There an INS Form I-9 on OPF/MRPF?					
<input type="checkbox"/> No <input type="checkbox"/> Yes--Show Date Certified 					

Section H--Probation Data

52-A. Now Serving Initial Appointment Period That Began on (Month/Day/Year):		B. Has Already Completed Initial Appointment Probation Period:			
		Beginning  Ending 			
53. Other Probationary Periods		Date Began	Date Completed	Not Completed	Exempt
Supervisory					
Managerial					
SES					

Section I--Unfavorable Data

54. Does OPM/MRPF Contain Removal, Suspension, Discharge or Change to Lower Grade Actions?		55. Is There Unfavorable Information in Other Files, e.g. Letters of Warning, Admonishment, Reprimand, Suitability or Letter of Decision on an Adverse Action?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know	
56. If "Yes" to Question 54 or 55, Name of Person to Contact for More Information		B. Telephone Number (Indicate FTS or DSN and Commercial--Show Area Code)	

Section J--FEHB Data

57. Enrollment Status			
<input type="checkbox"/> Waived: Show Date 	<input type="checkbox"/> Cancelled: Show Date 	<input type="checkbox"/> Ineligible	<input type="checkbox"/> Enrolled Show Code 

Section K--Security Data






58-A. Most Recent Investigation Completed		<input type="checkbox"/> NAC	<input type="checkbox"/> BI	<input type="checkbox"/> LBI	B. Date of Investigation Completed	
		<input type="checkbox"/> NACI	<input type="checkbox"/> SBI	<input type="checkbox"/> MBI	<input type="checkbox"/> PRI	
C. Other Type of Investigation--Explain					D. Level of Current Clearance	
59-A. If Investigation is Pending, Show Type, Date Initiated and Agency Conducting It						

B. Name of Security Officer to Contact for More Information		C. Telephone Number (Indicate FTS or DSN and Commercial--Show Area Code)	

Section L--Service Obligation

60-A. Does OPF/MRPF Show Employee Has an Obligation to Remain in Government Service for a Specific Period Because of Training Received?		B. Date Obligation Expires	
<input type="checkbox"/> No <input type="checkbox"/> Yes: Explain			
61-A. Does Employee Have an Obligation Because of a Recruitment or Relocation Bonus, a Government-Paid Move, or a Student Loan Repayment?		B. Date Obligation Expires	
<input type="checkbox"/> No <input type="checkbox"/> Yes: Explain			

Section M--Employee Payroll and Thrift Savings Plan Data

62-A. Employee's Payroll Office Address		B. Payroll Office Number (8-Digit Identifying Number)	
		C. Person to Contact for Leave and Pay Information	
		D. Telephone Number (Indicate FTS or DSN and Commercial--Show Area Code)	
63-A. Year-To-Date Basic Pay		B. Year-To-Date Earnings	
\$ As Of (Date) 		\$ As Of (Date) 	
64. Year-To-Date FICA Deductions		65. Year-To-Date FHIT (Medicare) Deductions	
\$ As Of (Date) 		\$ As Of (Date) 	
66. Is Employee Currently on LWOP?		67-A. Does Employee Have Severance Pay Entitlement?	
<input type="checkbox"/> No <input type="checkbox"/> Yes  Beginning Date: NTE Date:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
		B. If "Yes", Show Number of Weeks and Beginning Date	

68. Thrift Savings Plan

A. TSP Service Computation Date Month Day Year	B. TSP Vesting Code	C. TSP Status Code	D. TSP Status Date Month Day Year	E. TSP Eligibility Date (Complete if code in 68C is "T") Month Day Year
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69. TSP Allocation

A. Percentage of Basic Pay	B. Whole Dollar Amount	C. G FUND-GOVT. SECURITIES	D. F FUND-FIXED INCOME INDEX	E. C FUND-COMMON STOCK INDEX	F. TOTAL
.00 OR \$		%	%	.00% =	100.00%

70-A. Name and Signature of Official Certifying TSP Information

B. Date Signed

Section N--Losing Agency Release Data

71-A. Is EOD Date in Part I, Item 7, Acceptable?

☐ Yes ☐ No

B. If Unacceptable, Show Earliest Possible Release Date

C. Name of Person to Call To Discuss Release Date

D. Telephone Number (Indicate FTS or DSN **and** Commercial--Show Area Code)

72-A. Name of Person Giving Information

B. Address (Building, Street, City, State, ZIP Code)

C. Title

D. Signature and Date Signed

E. Telephone Number (Indicate FTS or DSN **and** Commercial--Show Area Code)Instructions for Activity
Requesting Information

Use the SF 75 to obtain pre-employment information when the applicant's Official Personnel Folder (OPF) or Merged Records Personnel Folder (MRPF) is not available for review. This most often occurs when the applicant works for a different agency, when the applicant works in the same agency but receives personnel service from another office, when the applicant's OPF/MRPF is on file in another agency even though the applicant is not employed there, or when the applicant's OPF/MRPF has been retired to the National Personnel Records Center (NPRC) but the last employer has most of the information. Use the information provided on the SF 75 to: (1) verify information on the applicant's application; (2) make decisions regarding the applicant's eligibility for appointment, pay and benefits; and (3) complete the SF 52, *Request for Personnel Action*, to employ the applicant. No other form may be used in lieu of the SF 75 without prior OPM approval, and the SF 75 may **not** be used for any other purposes (such as to obtain references or to vouch for a prospective employee). Be sure to request SF 75 information sufficiently in advance of the projected date of the action to enable the office that receives the form to complete and return it or to provide the information by telephone **before** the effective date. You may request SF 75 information by telephone or by mail. When requesting the information by mail, complete Part I and circle the items in Part II that are needed. If additional information is required (e.g., *dates of a detail, the number of hours an intermittent employee has been in pay and duty status, etc.*), list it in item 9 of Part I. After you receive SF 75 information, follow your agency's procedures to refer the form to the personnel specialist who will effect the appointment. Then use it to complete the SF 52 and transmit TSP and earnings information to your payroll office.

Instructions for Activity
Providing Information

The name of the person on whom information is requested is in Part I, Item 1, of this form. Use the most recent SF 50 on which the data appear to complete Part II, Sections A and B. Use the OPF/MRPF, Employment Performance Folder (EPF), agency adverse action, and agency security/suitability files to complete Part II, Sections I and K. If SF 50 shows both a code and a definition for an item, enter only the code unless the definition is requested. Review both the right (long-term records) side of the OPF/MRPF and the left (temporary records) side of the OPF/MRPF to complete Part II, Sections C, D, E, G, H, J, and L. Review OPF/MRPF and Employee Performance Folder to complete Part II, Section F. Review OPF/MRPF and contact payroll to If additional remarks are necessary, include them on extra sheets of paper.

Complete this form and **return it to the requesting office within 5 workdays**. If the information must be obtained from another office, provide the requester with the name, address, and telephone number of the office maintaining the OPF/MRPF. Immediately complete Item 4 in Part II and send the form to that office to be completed and returned to the requester. Be sure to provide all the requested information and to show dates in "month-day-year" sequence. If the person is no longer employed by your agency and the OPF/MRPF has been sent to the National Personnel Records Center (NPRC) in St. Louis, complete only Section B, Item 4, and Section K in Part II, and return the form to the requesting agency. **DO NOT** send the SF 75 to the NPRC.

Instructions for Filing SF 75

Requesting (Gaining) Activity

File the SF 75 on the temporary (left) side of the OPF/MRPF with the SF 52 for the employment action.

Activity Providing Information (Losing Activity)

When the information is given by telephone, retain the completed form on the right side of the OPF/MRPF so that the disclosure of information can be accounted for under the Privacy Act. When information is provided by mail, simply place a statement on the right side of the OPF/MRPF to document that "SF 75 information on (name of employee) was disclosed to (name and address of agency) on (date)."